ICT Acceptable Use Policy

North Kesteven Academy

2021-2022

Introduction Date: Autumn Term 2021

To be Reviewed: AutumnTerm 2022

North Kesteven Academy

Think Excellence

ICT Acceptable Use Policy

The use of ICT at North Kesteven Academy forms an integral part of our students' education. However, the school has a responsibility to ensure ICT resources are used responsibly and appropriately. North Kesteven Academy will endeavour to ensure that students will have excellent access to ICT to enhance their learning. The school will, in return, expect all students to agree to be responsible ICT users. The use of school ICT is a privilege, not a right, and inappropriate use of the systems may result in the privilege being withdrawn, and/or other disciplinary action being taken.

- I understand that I must use the school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety of others.
- I will not share my user name and password, nor will I try to use any other person's username and password.
- I will ensure secure access by locking the computer or logging out while I am away from it.
- I will respect the ICT equipment and will not intentionally damage any item of equipment. I will report any damage I find to my teacher, the IT Network Manager, or to another member of staff.
- I understand the school may monitor my use of the ICT systems.
- I will behave responsibly when using on-line facilities.
- I understand that access to on-line social media is not permitted e.g. Facebook, Twitter, WhatsApp etc.
- I understand that access to other Internet resources such as eBay and Webmail services (e.g. Hotmail, Yahoo, Gmail) is not permitted.
- I will not disclose or share personal information about myself or others when on-line.
- I will tell my teacher, or a member of staff, if I see any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable or vulnerable on-line.
- I will refrain from accessing any newsgroups, links, web pages or other areas of the internet that could be considered offensive because of pornographic, racist, violent, illegal or other content.
- I will not use my school email address for personal purposes. I will not communicate my email address to anyone outside the school.
- I will not create or forward any form of violent, offensive, obscene or dangerous material via email.
- I will not create or forward any chain letters, jokes or spam via email.
- I understand I may use the ICT for recreational purposes before and after school and during break periods in line with guidelines given above. However, computer use priority will always be given to teaching and learning activities.
- I will ensure that any downloaded material is used in an appropriate manner in my work, listing its source in a bibliography and clearly specifying any directly quoted material. I will ensure that downloaded/copied work is used responsibly in a manner not to violate copyright.
- I will not install, or attempt to install, any software or programs.
- I will not attempt to change the settings of any computer.
- I will not intentionally introduce, or attempt to introduce, any viruses or other malicious code.
- I will not attempt to bypass any system security or try to gain access to restricted areas.

- I will not connect, or attempt to connect, any hardware to the ICT systems which has not been approved by the IT Network Manager.

I understand all email communications and network activity, including internet use, is monitored by the system. The system is set to detect and display violations and I am aware that any communication or visited websites may be logged and the contents displayed to those operating the monitoring software.

I understand that if I do not follow this policy, I will be denied access to ICT resources and to the computer network for a time to be determined by the school, and may face further sanctions.

I understand that this policy also applies to use of any student-owned devices when connected to the school's network under the 'Bring Your Own Device' (BYOD) system.

Appropriate ICT Conduct

I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files.
I will be polite and responsible when I communicate with others via email, I will not use strong, aggressive or inappropriate language.
I will not take, store, or send images of anyone without their permission.